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25 FEB 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Classification of Documents

1. The question of proper classification of documents has been under intensive review since the new government-wide guidelines were published. You are all aware of the current special efforts by the Office of General Counsel as a result of the Marchetti case, and there will be more written on the general classification issue.

2. It was recently brought to my attention that a particular problem exists in relation to some forms, where the "ADMINISTRATIVE - INTERNAL USE ONLY" designation has been preprinted or placed on documents which concern personnel under cover. The Directorate of Operations has asked that all documents concerning personnel presently under cover be classified no lower than SECRET. The same position has been taken concerning cover facilities and cover techniques.

3. I realize that reasonable judgment and discretion must be applied to this issue, and it is somewhat difficult to establish firm rules covering every situation. Nevertheless, I would appreciate your focusing on the classification problem, particularly as it relates to preprinted forms, and cover considerations. Please take appropriate remedial action where the situation dictates.

John F. Blake
Deputy Director
for
Administration

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